THEATER DISTRICT OUTDOOR VENUES

Fish Plaza ✦ Jones Plaza ✦ Sesquicentennial Park

CHECKLIST

	Due Date	Completed
VENUE HOLD REQUEST An prospective Licensee may request at date be held by completing and returning the request to the Theater District Booking Office.	At the time of hold	_____
LICENSE AGREEMENT & RENTAL FEES License Agreement must be executed, rental and deposit must be paid a minimum of 30 days in advance of the first contracted date.	30 days before event	_____
SITE PLAN We must receive a event map of the venue that indicates proposed stages, tents, booths, inflatable structures, signs, banners, decorations, portable toilets, media/promotion vehicles and production vehicles. The locations of security and first aid personnel should be indicated as well. Site Plans may require the approval of the Fire Marshal.	30 days before event	_____
EVENT SECURITY PLAN The *Event Security Plan* form must be completed and returned to the Event Coordinator. Please refer to the Rules & Regulations for complete Event Security requirements. The *Event Security Plan* must also be approved by HPD Special Operations Division. Contact Sgt. Bailey at (832) 394-0052.	30 days before event	_____
EVENT FIRST AID PLAN Sections I & II of the *Event First Aid Plan* form must be completed and returned To the Event Coordinator. Please refer to the Rules & Regulations for complete Event First Aid requirements.	30 days before event	_____
INSURANCE CERTIFICATE The certificate should sent to the Theater District Booking Office. Please refer to the Rules & Regulations for complete Insurance Requirements.	30 days before event	_____
SOUND PERMIT May be required for all events using amplified sound at Fish Plaza and Sesquicentennial Park. For questions or more information about permit requirements, please call the City of Houston's Finance & Administration Dept. at (713) 837-9838 or visit the web site at: http://www.ci.houston.tx.us/fa/permits.html	30 days before event	_____
PROPANE PERMIT Required for all events using propane gas. For questions and more information about permit requirements, please call Inspector Craig Dillon with the Houston Fire Dept. at (713) 865-7174. The Houston Fire Dept. typically requires at least 2 weeks to process permits.	30 days before event	_____
TENT PERMIT Required for all events using tents 1,200 square feet and over. For questions or more information about the permit requirements, please call the Houston Fire Dept. at (713) 247-8557 or visit the HFD web site at: http://www.ci.houston.tx.us/hfd/forms/index.html	30 days before event	_____

	Due Date	Completed
FIRE HYDRANT TAP Please contact Eugenia Smith, Public Works & Engineering, at (713) 641-9519.	30 days before event	_____
PRODUCTION EQUIPMENT Licensee is responsible for providing staging (except at Jones Plaza), sound system, P.A. system and lighting. Production companies may contact the Event Coordinator for information regarding Load-in and Load-out.	30 days before event	_____
ENTERTAINMENT Licensee is responsible for providing a list of all bands, performers and any activities scheduled during the event to the Event Coordinator.	30 days before event	_____
EVENT PROMOTION We request a courtesy review of all press releases and media ads; including posters, flyers, radio and television ads prior to their release. Copies should be sent to the Senior Account Executive.	30 days before event	_____
TABC PERMIT Required for by state law for all events in which alcohol is being sold or given away. The Event Coordinator will assist in obtaining the permit. For questions or more information about TABC requirements, please call the TABC at (713) 426-7900.	3 weeks before event	_____
HEALTH DEPARTMENT PERMIT Required for Public Events in which food and/or beverage items are being sold or given away. The Event Coordinator will provide a copy of the Health Dept. Permit Application. For questions or more information about this permit, please contact Ashish Dasgupta at (713) 794-9219. The Health Dept. typically requires at least 7 working days to process permits.	3 weeks before event	_____
LANE/STREET CLOSURE PERMITS A permit from Traffic Management is required for any lane or street closures. The Event Coordinator will assist in obtaining the permit. Please refer to the Rules & Regulations for more information.	2 weeks before event	_____
PORTABLE TOILETS (Not required for Jones Plaza) Please refer to the Rules & Regulations for complete requirements. Delivery and pick-up should be arranged with the Event Coordinator. Please provide name of company, contact information and number of portable toilets ordered to Event Coordinator.	2 weeks before event	_____
EVENT CLEAN-UP Thorough clean-up is required after the event, including trash removal and dumpster pick-up. Refer to the Rules & Regulations for complete requirements. Please provide name of company, contact information and number of trash containers and dumpsters ordered to Event Coordinator.	2 weeks before event	_____
ELECTRICITY & WATER Limited sources are available on site. The Licensee is responsible for providing (at their cost) any additional electricity or water needed for their event.	2 weeks before event	_____